

TOWN OF SOUTHAMPTON

Department of Land Management
Building and Zoning Division
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

Phone: (631) 287-5700
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ANNA THRONE-HOLST
TOWN SUPERVISOR

KYLE P. COLLINS, AICP
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA
CHIEF BUILDING INSPECTOR

REQUEST FOR PRE-EXISTING CERTIFICATE OF OCCUPANCY

In order to obtain a Pre-existing Certificate of Occupancy for a building structure or use that existed prior to October 14, 1957, it is necessary to give the following information:

1. An original survey accurately depicting all buildings and structures on the property.
2. Discards (available through a \$25.00 Property Search request).
3. Sworn affidavits before a Notary Public by persons familiar with the property documenting that specific continuous use(s), building(s) or structure(s) existed on the subject property prior to the enactment of zoning, which was October 14, 1957, to the present. **A minimum of (1) one Affidavit for Residential Property and a minimum of (2) two Affidavits for Commercial Property** (plan examiner will determine if additional affidavits are needed). Typical information submitted with affidavit(s) as proof of a pre-existing use are:
 - A. Copies of leases and other agreements documenting uses and structures at specific time periods.
 - B. Any other information which conclusively proves a continuous chain of pre-existing use.

NOTE: Pre-existing certificate of occupancies is granted based on *conclusive* evidence of continuous use from prior to October 14, 1957 through the current date. Applicants unable to provide adequate documentation will be rejected. An appeal may be filed to the Board of Zoning Appeals as provided for in § 330-165.

4. A Certificate of Occupancy request for a nonconforming commercial use or multiple commercial uses must be submitted with a floor plan drawn to 1/4" scale which accurately depicts the layout and areas of use throughout the building.
5. A sworn affidavit (from owner or authorized agent) before a Notary Public stating that there are smoke alarms in the dwelling.
6. A correct street address that has been recently issued by the Town.
7. A correct Suffolk County Tax Map Number.
8. The attached cover sheet *must* be completed.
9. A check for \$200.00 (two hundred dollars) made payable to the Town of Southampton.
10. If you are not listed as the owner, a deed or bill of sale for the property must be submitted.

When applicable:

11. Proof of Corporation.
12. Original Agent letter, signed and notarized by Owner.

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TOWN PLANNING AND
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CHIEF BUILDING INSPECTOR**PRE-EXISTING COVER SHEET**

This cover sheet ***MUST*** be completed before a Pre-Existing Certificate of Occupancy application can be accepted. ***NOTE:*** All issued Pre-Existing Certificate of Occupancies will be mailed to the ***homeowner*** so be sure that a correct mailing address is listed.

Application Date _____ Application number _____

Property Address _____

SCTM# 473689-_____._____-_____-_____._____

*****Contact Phone Number to Schedule Inspection: (____) _____*****
Phone Number

Present Owners Name _____

Corporate Officer/Partners Name (if applicable) _____

Present Owners Address _____

Corporate Officer/Partners Address (if applicable) _____

Agent Filing Applicant (if applicable) _____

The Agents Address _____

The Agents Telephone Number _____

Name the Certificate should be issued in _____

Their Address _____

Current Computer Property Address _____

Telephone Number _____

Telephone Number of Person to contact if any problems arises _____

FOR OFFICIAL USE ONLY

Approved for Pre-Existing Certificate of Occupancy On _____

PROPERTY USE AND STRUCTURES EXISTING *PRIOR* TO 10/14/57

OTHER STRUCTURES APPROVED BY THE FOLLOWING CERTIFICATES:

Certificate Number

Structure Type

















Inspector

Chief Building Inspector

FOR OFFICIAL USE ONLY



Field Inspectors Findings

Field Inspector

In the matter of the Application of
(name of property owner) for a
 Pre-Existing Certificate of Occupancy

STATE OF NEW YORK)
 COUNTY OF SUFFOLK) SS:

SAMPLE ONLY

I, (name of party signing affidavit), being duly sworn, deposes and says:

1. I reside at (address of party signing affidavit).
2. I am very familiar with the structures located on the (state north, south, east or west) side of (subject property address), New York, as shown on the survey of (name of surveyor) dated (date of survey) (copy annexed hereto). I have known said land and structures since (year you have knowledge of land & structures) and have had discussions with neighboring property owners and prior owners of the subject premises concerning the construction and use of these buildings. Other sources of my knowledge are as follows:

Deed of property dated (year of deed) sworn affidavit from (name of builder) stating that he helped construct the home in (year of construction).

3. All of the structures shown on said survey were fully completed before October 14, 1957, and have remained in their current state without expansion from said date, other than those under permit (permit number of any open building permits). Said structures have been continuously used as (specific use of structure – for example: one-family dwelling, commercial building, barn, etc.) since prior to October 14, 1957.
4. I make this affidavit knowing full well that the Town of Southampton Building and Zoning Division will rely upon the facts as stated herein to issue a pre-existing Certificate of Occupancy for said structures to (property owner) for use as (use of structure).

 Original Signature

Sworn before me this _____ day of _____, 20 ____

 Original Notary Signature and Original Notary Stamp

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IMPORTANT MESSAGE REGARDING HOUSE NUMBERS

As of March 31, 1994, Chapter 286 of the Southampton Town Code will require that all Town residents display house numbers so that they are clearly visible from the street. The law requires that you use only the number assigned by the Town. **NO OTHER NUMBER SHOULD BE DISPLAYED AND NO INSPECTIONS WILL BE DONE BY THE BUILDING DEPARTMENT AT PROPERTIES WITHOUT A HOUSE NUMBER.** If you have a different number for postal delivery, please file a change of address with your post office immediately. If your tax bill does not list a street number, or if you have a question regarding the law or the number assigned to you, please telephone Pat Raymond of the Assessors Office at 283-6000 extension 274.

The following is a description of the manner of display and the style and size of the required house numbers:

A. Manner of Display.

1. During construction period. The owner of a land parcel for which a building permit has been issued shall have the street address number displayed on a sign or a post located at the front of the property. In the case of a flag lot, at the street entrance of flag.
2. Existing and newly completed buildings. The owner of an existing building or newly completed building shall have the street address number displayed by permanently affixing or painting numerals, letters or script, stating the number, to the front of the building. Where the building is not close enough to the street, or is not readily visible from the street, the street address number shall be permanently affixed to a sign, post or mailbox located at the front of the parcel or lot where the building is situated.

B. Style and Size of Numbers.

1. The numerals, letters or script used to display the street address number of the building shall be painted on a plaque or the front of the building, or made of metal or other durable material. The numerals, letters or script shall be at least four (4) inches in height. All street address numbers shall be displayed as to be easily seen from the street by both pedestrians and drivers of vehicles.

The proper posting of your house number will assist the Building Department during the inspection process and ensure prompt and timely inspections.

